



OFFICE OF FOOD SAFETY AND SHELLFISH PROGRAMS
INSTRUCTION SHEET
FOR
SHELLFISH OPERATION LICENSE RENEWAL DOCUMENTS

Please refer to these instructions to assist you in completing your renewal documents. If you have any comments, suggestions, or ideas for improvement, please call Margaret Lamie at (360) 236-3317.

License Renewal Application

SECTION I

If any information in this section is incorrect, please make changes directly on the form.

“Facility Information”

Physical Location: Please verify that the facility’s physical location (where harvesting records are kept), the phone number, fax number, and email address are correct.

Mailing Address: This is the facility’s mailing address, if different than physical location.

“Company Owner/President Information”

Please verify that the name listed here is either the owner or president, and check the correct box indicating which applies. Make sure the mailing address, phone number, fax number, and email address are listed correctly as well.

“Manager Information”

Verify the manager’s name is listed correctly. Please provide a phone number and fax number for this person.

SECTION II

Check the appropriate box that applies to your company. If you are unsure of which category applies to your company, please refer to the green “Certification Fees List” that came with your renewal packet. (Category definitions are listed under #2 of the definitions portion.)

SECTION III

“This certifies that I have reviewed and agree to...”

This needs to be signed and dated by either the company owner or president *as listed under Section I* of the application. Under the signature line, please print the name of the person signing.

If you need any help in completing your renewal application, please contact Margaret Lamie at (360) 236-3317.

Harvest Site Certificate

The Harvest Site Certificate lists all of your company's harvest sites that are currently approved and certified by the Department of Health.

It is important that you check your Harvest Site Certificate carefully, and make corrections to the harvest site information directly on the form. Examples of corrections may include, but are not limited to:

- A harvest site the company is no longer using (please cross the harvest site out)
- Incorrect acreage amount
- Any incorrect or missing information
- A harvest site whose lease has expired (please cross the harvest site out)
- A lease that has expired and been renewed (include a copy of the new lease)

Note: If we do not have a copy of the current lease for a harvest site on file, that harvest site will be taken off your Harvest Site Certificate and you will no longer be approved to harvest from that site.

New harvest site applications: You may submit new harvest site applications at any time during the year. However, our workload priority during license renewal periods will be conducting renewal inspections and processing license renewal applications. Evaluations of new harvest sites will be done only as time allows until the license renewal period has ended.

If you have any questions or concerns about your Harvest Site Certificate or about submitting new harvest site applications, please contact Helen Seyferlich, Public Health Advisor, at (360) 236-3321.

Permits

Relay Permits: If you currently have a relay permit and wish to continue your relay operations, you must complete a new relay application and return it to our office for approval. All relay permits expire the same time as your license unless otherwise noted on the permit.

If you do not have a relay permit and would like to apply for one, or have any questions or concerns about a relay permit, please contact Bill Cleland, Public Health Advisor, at 360-236-3306.

Wet Storage Permits: If you have a wet storage permit and wish to continue your wet storage operations, you must complete a new wet storage application and return it to our office for approval. All wet storage permits expire the same time as your license. If you do not have a wet storage permit and would like to apply for one, please contact our office for an application.

Wet storage permits are required for on-shore flow-through systems using natural waters and on-shore recirculating systems using natural make-up water or artificial water.

If you have any questions or concerns about a wet storage permit, please contact Jessie DeLoach, Lead Inspector, at 360-236-3302.

Bait & Seed Permits

If you are interested in applying for a bait and/or seed permit, please contact our office for an application.



OFFICE OF FOOD SAFETY AND SHELLFISH PROGRAMS
Licensing and Certification Section
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HELPFUL NUMBERS

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Jessie DeLoach
Lead Inspector360-236-3302

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Inspector360-236-3303

Dr. Judy A. Dowell
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Bill Cleland
Inspector, Relay Permits.....360-236-3306

Cari Franz-West
Inspector360-236-3326

Frank Cox
Inspector360-236-3309

Helen Seyferlich
Inspector, Harvest Site Lead360-236-3323

If you do not know whom your assigned inspector is, please contact Margaret Lamie for this information at 360-236-3317.

